

Alcoholic Beverage Request Form

Please complete this form and return it to Clay Arens in Facilities Scheduling at arens@marshall.edu.



Contact Person: _____

Department: _____

Phone: _____

Email: _____

Event Name: _____

Purpose of Event: Event Date/Time: _____

From: _____ AM _____ PM

To: _____ AM _____ PM

Month Day Year
____ ____ ____

Event Location: _____

Expected Attendance: _____

Check one: Reception ___ Dinner ___

Guideline/Permission Request: Use of Alcohol at Campus Catered Events

General provisions pertaining to serving and consumption of alcoholic beverages:

Customer must send a letter via Facilities Scheduling Office requesting permission to have alcohol. The President or his/her designee will approve or disapprove on a case-by-case basis. This approval allows for only the serving and consumption of **"BEER and WINE"**.

1. Beer and wine will never be the primary reason for the gathering.
2. The preponderance of those attending must be of legal drinking age.
3. No person under the legal drinking age will be served.
4. Alternative nonalcoholic beverages and food will be served.
5. No person under the age of 18 will be allowed to serve beer and wine, and servers must be appropriately trained to adhere to all laws and regulations regarding the serving of beer and wine.
6. No state funds will be used to purchase beer and wine.
7. ALL RECEPTIONS THAT REQUIRE ALCOHOL MUST BE HOSTED IN THE MEMORIAL STUDENT CENTER.

A sign must be posted in plain sight indicating the function is a private party. Drinks must be kept in the confines of the room.

Dispensing of Alcoholic Beverages

No alcoholic beverage is to be sold (except under special permit provision) and no exchange of money in any form, including an admission charge, is to take place.

Customers cannot provide their own beer and wine for events.

Bar Service is limited to a maximum of four hours.

Only the campus caterer's bartender must dispense alcoholic beverages. Positive action shall be taken to insure that no person under age 21 is served alcoholic beverages. Bartender will stop dispensing alcoholic beverages one half hour prior to the end of the event and remove it from the premises.

A Public Safety Officer (four (4) hour minimum at \$50.00 per hour), at the expense of the reserving party, must be in attendance for events serving alcoholic beverages.

The undersigned has read these guidelines and will conform to policies as stated. **Please complete form and return to Facilities Scheduling Office (*via scanned version or mail*) for approval processing.**

Approval: _____ Signature _____ Date _____

_____ President/Designee _____ Date _____

Do you need additional information? Call **(304) 696-2532** for facilities information.